

## Highlighting Artisanal Manufacturing, cuLture and Eco Tourism – HAMLET

This project is coo-financed from the IPA Adriatic Cross Border Cooperation Program, 2014 – 2020

### TERMS OF REFERENCE

<b>Project No.:</b>	299
<b>Project Title:</b>	Highlighting Artisanal Manufacturing, cuLture and Eco Tourism
<b>Title of the Post:</b>	Project Manager
<b>Duty Station:</b>	Tirana Albania
<b>Duration of Assignment:</b>	22 months (June 2018 – April 2020) (The position will be subject to a three-month probationary period)

#### Duties and responsibilities

The Project Manager will be responsible for providing technical and administrative assistance in general project implementation and management and day-to-day liaison with project partners and other counterparts. He/She will provide comprehensive support including drafting correspondence, assistance in planning and implementation of the Project budget; making travel arrangements and related tasks. Specifically, the incumbent will:

- Monitor project activities and ensure their implementation in the conformity to the work-plan.
- Be responsible for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken. Assist in preparing reports, annual project reports, and update projects files. Prepare minutes of project meetings.
- Assist in preparation of KEs experts missions in the country and in other locations as per the need of the project
- Collect and analyzes data, prepare and update briefs, records and other documents on project implementation. Provide inputs for publication materials and collect information related to the Project.
- Liaise with project partners and counterparts on day-to-day implementation of project activities.

#### COMPETENCIES

##### *Professionalism*

Knowledge of the EU and Albanian systems. Demonstrated ability to manage processes and maintain accurate records. Ability to work independently and to maintain flexibility in working hours.

##### *Planning and Organising*

Demonstrated effective organisational skills and ability to handle work in an efficient and timely manner. Demonstrated ability to coordinate tasks to meet deadlines.

##### *Teamwork*

Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with partners and counterparts. Communication – Ability to write in a clear and concise manner and to communicate effectively orally.

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## **SKILLS AND QUALIFICATIONS**

### *Education*

University degree in, international relations, public or business administration or other related area.

### *Work experience*

At least 5 years of experience in working with public institutions in developing projects and policies and managing projects with funding from donor finance sources including the experience working for IPA II projects or other EU financing instruments and/or other funding mechanism from other financing resources.

### *Language proficiency*

Proficiency in written and spoken English and Albanian is a must.

### *Other skills*

Computer literacy (Microsoft Office, Internet) is essential; Familiarity with EU Financial Regulations and Rules is regarded as an asset.

## **Contact:**

If interested please send your CV in Europass format with a short letter setting out why you would like the position and how you feel your experience and qualifications match the profile to the mail address below not later than June 4<sup>th</sup> 2018 at latest 17:00 hrs.

Att: ZANA VOKOPOLA

St. "Asim Vokshi", Bld.14, Entry 11, AP.56

Tirana, Albania

**About the Project** HAMLET project addresses the valorization of historical centers, villages and small towns through the sustainable development of tourist and economic sector, highlighting the environmental and cultural assets of the territories selected.